

# the mid-atlantic archivist

VOLUME 11, NUMBER 1

SPRING 1982

## GALA BIRTHDAY ISSUE

Clio has never been so taxed to retain her (his) patience as to reading the first ten years of the mid-atlantic archivist, for the best and the worst of all of us have shone forth across its pages. Yet as newsletters go (more especially as regional archives organizations newsletters go) we think we have held our own.

And there has been stiff competition. The Midwest newsletter always turns out a good product, and we praise it very highly when we ever get to see a copy. The California, New England, Northwest, Southwest and Intermountain Archives Associations have all published worthy rags. Even the Toronto Area Archival Group (taag) has had a super letter. But over the years we think we were the best.

We think we were the best because we have always served (in our opinion) the best interests of MARAC. We've pushed everything from semi-annual meetings to membership surveys; from rotating cradles to softball games. We broke the story (some say too soon) on the West Virginia Sunset Law that threatened to close up the archives. We've kept a close eye on institutional grants for our constituency. And more recently we've followed the debacle at NARS. Nothing frivolous here.

Seriously, folks, we lay it on the line with this issue. It's our tenth birthday as well as MARAC's. And for that auspicious occasion we gave it all we had. Eighteen pages eighteen. We reprinted notable articles from past issues. A guest editorial column starting this issue with Peter Parker. A new conservation section with conservators Ellen McCrady and Susan Swartzburg. The first issue of MARAC's long heralded technical leaflet series edited by Greg Hunter.

The entire staff worked overtime on this issue. Mary Boccaccio, doubling as MARAC Archivist, gave us all the old reprints, beginning on page 24. Mary Wolfskill worked on story deadlines while doing the lion's share of typing. Vicki Walch selected articles for publication, and generally provided the transition we needed from her previous guest editor-person-ship. Dave Herschler and Tom Brown proofed our goofs. Don Harrison and Bruce Ambacher, *comme toujours*, did the final paste-up. From all of us to all of you,

## Happy Birthday, MARAC

## Ocean City

by Patricia Vanorny

MARAC's 1982 spring meeting will be at the Sheraton-Fountainebleau Inn and Spa in Ocean City, Maryland, May 21-22. Program Chairwoman Barbara Hearn reports that all program arrangements are complete. maa has reproduced a copy of the program in this issue for those not receiving a pre-registration package.

The local arrangements committee, co-chaired by Pat Vanorny and Joanne Mattern, has concentrated efforts on organizing the registration and physical facilities for this semi-annual meeting. The major meeting rooms in the Sheraton are spacious and conveniently situated in one area. The luncheon on Friday, May 21, will be in the hotel's Moonraker Restaurant. The colorful Harry W. Kelley, Mayor of Ocean City, and Mary Boccaccio, MARAC Archivist, will be guest speakers.

One particularly enjoyable session promises to be the gala birthday party on Friday evening at eight o'clock (check that time folks -- the pre-registration program cited it wrongly). Tim Walch will preside as master of ceremonies during a rebroadcast of MARAC's "Old-Time Radio Hour." The brainchild of Trudy Peterson, the radio hour will feature live humor by MARAC's Woodie Allen look-alike, a used-archives-box-lot, and an interview with MARAC's thousand year old archivist. We have to mention that hard work and a lot of time have gone into the preparation of this memorable event by Trudy and Gary Peterson, Tim and Vicki Walch, Chuck and Cindy Fox, Lee Johnson, Arthur Breton and a cast of thousands.

Ocean City is situated on a mile barrier reef between Sinepuxent and Assawoman Bays and the Atlantic Ocean. The Sheraton is located at the northern end of the town amidst condominiums, shopping centers, restaurants, amusement centers, and other hotels. But never fear -- the beach itself, if anyone has time to enjoy this amenity, is uncluttered with structures. People seeking the popular boardwalk at the southern end of Ocean City can reach the area by car or municipal buses.

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The mid-atlantic archivist (maa) is the quarterly newsletter of the Mid-Atlantic Regional Archives Conference (MARAC). MARAC membership includes all interested individuals who live and work in the seven states of New York, New Jersey, Pennsylvania, Maryland, Delaware, Virginia, and West Virginia; and the District of Columbia. MARAC seeks to promote the professional welfare of its members: to affect cooperation amongst individuals concerned with the documentation of the human experience; to enhance the exchange of information between colleagues working in the immediate regional area; to improve the professional competence of archivists, curators, of textual, audiovisual, and related special research collections, and records managers; and to encourage professional involvement of persons actively engaged in the preservation and use of all types of historical research materials. Individual yearly membership dues are \$5.00. The dues year is from October 1 through September 30. Membership is not open to institutions, but institutions may purchase yearly subscriptions to maa for \$5.00. Requests for back copies of maa (\$1.25 each copy) and membership applications should be addressed to: Diane Rosenwasser, MARAC Secretary, Lee Coombe Library, Memorial Sloan-Kettering, NY, NY 10021.

Items submitted for maa publication should be single-spaced, no paragraph indentation, in columns 4 and 1/2 inches wide, and double-spaced between paragraphs. Material should be typed preferably on an electric typewriter using a letter gothic font. Where this is impractical, improvise using pica font and a new ribbon. Send material to: Dr. Donald F. Harrison, Editor, the mid-atlantic archivist, National Archives (NRP) Washington, DC 20408. Phone: 202-724-1080.

#### Editorial Staff

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|----------------------|-----------------------|
| Editor               | Don Harrison          |
| Associate Editor     | Bruce Ambacher        |
| Circulation Editor   |                       |
| Staff Editors        | Mary Boccaccio        |
|                      | Mary Wolfskill        |
| Contributing Editors | Vicki Walch           |
|                      | Mary Elizabeth Ruwell |

#### EDITORIAL NOTE

maa editors Don Harrison and Bruce Ambacher were back on the job with the Winter 1982 issue, although we still haven't gotten the FBI appraisal project out of our blood. Many thanks to Vicki Walch for her excellent guest-editor-person's-ship. Vicki had a lot to do with the selection of articles for the Winter issue. As usual, Marys Boccaccio and Wolf-skill pitched right in. Dave Herschler and Tom Brown also copy-read and gave us much needed advice.

Next **maa** deadline

JUNE 1

## Guest Editorial

The Disadvantages of Hunkering-Down,  
By Peter J. Parker

One of the delights of having been around MARAC as long as I have is that I am expected to make outrageous statements. Well, friends, hold on to your hats. Below is a restatement of a piece I wrote for the ACT Newsletter. I offer it here because I hope to stimulate some thought and discussion.

Both ACT and the SAA Nominating Committee have asked candidates for SAA office to speculate upon the future of the profession. The fact that they have done so suggests to me that we, as a profession, are not very happy about what the future has in store for us. We have seen programs cut back and people laid off. Most people I have talked to recently have spoken of hunkering-down for the duration. I suggest, however, that the siege mentality that we are developing may be a completely self-defeating response.

Those of us who have been following the NARS debacle, even at a distance, wince at GSA Administrator Carmen's widely-reported statement that NARS suffers from a "lack of good management because it is run by historians." We shudder at the sort of management that Mr. Carmen has in mind, but there is some merit to what he says, providing he change but one preposition: the trouble with NARS - and almost any other archival institution - is that it has been run for historians, antiquarians, genealogists, and almost anyone else removed from the arena of public or corporate policy-making. This is not to say that we shouldn't encourage private or academic research, but, unless we cultivate the policy-makers, we will probably not have the opportunity to do so. We are neglected because so few people really know what we do.

Nor, it seems, do we. In the years since the establishment of the SAA in 1936 we have forgotten that we are in the business of archival economy. In our journals and at our meetings we have talked about standards and have convinced ourselves that we are a profession. The quality of our reference services has improved and we are beginning to understand - and to be discouraged by - our conservation problems. But we seem to have forgotten that what distinguishes us from other information professions is that special requisite of archival economy: appraisal. Conceptually, we have cast our lot with the historians which has meant that we have warehoused materials against the day that they might be used. It has meant, too, that we have centralized our resources in research facilities and have withdrawn from the necessary business of dealing with current records, leaving that task to the records managers. We archivists will continue to be neglected so long as we continue to think of ourselves as "public" or "applied" historians, surrounding our shops with walls of quasi-academic respectability.

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STEERING COMMITTEE  
MINUTESWINTERTHUR, DE  
JANUARY 25, 1982

In attendance: B. Ambacher, A. Breton, S. Davis, D. Harrison, B. Hearn, L. Henry, P. Hensley, L. Hottin, J. Mattern, J. Morgan, R. Nawroki, E. Oetting, P. Parker, R. Plowman, D. Rosenwasser, T. Walch.

The secretary called the meeting to order at 11:25 a.m. Minutes were approved as distributed. The Treasurer's report was distributed. As Peter will not be running for reelection as MARAC treasurer, the duties and qualifications of the treasurer were discussed. It would be helpful if the treasurer has free postage and copying facilities at his/her disposal.

Arthur Breton arrived and took over the meeting. The following topics were discussed:

1. Nominating Committee - Arthur appointed Peter and Ed as the members of the Steering Committee to serve on the nominating committee. The three at-large members will be Roland Baumann, Ruth Simmons, and Anna Marie Sandeck (upon their consent). The alternate will be Joan Howard. The committee will select nominees for Secretary, Treasurer, State Representatives, and Custer Award Committee members (three). Files of former nominating committees will be passed to the new nominating committee.

2. Awards for 10th Anniversary - Discussion centered around who should get awards and what criteria should be used to choose winners as well as the number of awards to be given. It was decided that founders will get ribbons on their name tags, local arrangements should arrange for a photographer, and the awards committee should include Arthur and Peter. Discussion was tabled until later in the meeting.

3. Secretary's Report - MARAC has 380 paid members which is poor for this late in the year. Second notices will be sent out. It was decided that beginning with the new Secretary and Treasurer, the membership forms and dues will be sent directly to the Treasurer to eliminate sending money through the mail unnecessarily.

4. Ocean City Meeting - Update from B. Hearn. All is in order. The program was reviewed. State reps will try to coordinate carpools from their states. As many eastern shore people as possible will be contacted about this meeting.

5. Philadelphia Meeting, Fall 1982 - Local arrangements committee met and the hotel arrangements are set. Bob Plowman indicated that convention rates will apply all weekend and there will be free parking at the hotel. Mary Elizabeth Ruwell's report for the Program committee was reviewed.

6. Incorporation - MARAC is now incorporated in the state of DE. We are awaiting the appropriate documents from Richmond Williams.

7. New Jersey Meeting - Robert Nawroki reported that a site is being sought for the meeting. New Brunswick and Princeton are being investigated. A possibility may be ETS.

8. Georgia Archivist - Tim Walch read a letter from Ellen Garrison indicating that their offer will be coming.

9. Task Force on Guidelines - A letter from Cynthia Swank was read. Once guidelines have been established, they will be sent to the Secretary for distribution.

10. New York Caucus - A membership survey had good response. Discussion as to whether the caucus should offer limited consulting services ensued. A proposal for this will be submitted by the caucus in the spring. The technical leaflet is progressing. Editor Greg Hunter received three articles, one of which looks very promising for the first issue. Technical leaflets will be distributed to all MARAC members with the newsletter.

Arthur called for new business:

1. It was voted (13 in favor with B. Ambacher and T. Walch abstaining) to take the position to oppose dismemberment of the National Archives.. Arthur will write a letter to the GSA Administrator and go on record with MARAC's opposition to dismemberment.

2. Any job listings should be sent to NARS Outplacement Service, Room 505, National Archives, Washington, DC 20408, as well as to the maa.

3. DAR is looking for an archivist.

4. PA Abolition Society has announced a scholarship for the Modern Archives Institute.

Discussion resumed on awards for the 10th Anniversary. Instead of awards, it was decided that preceeding the Friday night party, Don will design a presentation that will weave credit where credit is due. Steering Committee members will give suggestions and stories to Don. Tim will act as MC. Entertainment may be the "old time MARAC amateur hour." It was decided that a cash bar is necessary. To encourage people to stay Saturday night, a Saturday night activity may be planned. At a minimum the hospitality suite will be retained.

Meeting adjourned at 3:20 p.m.

Respectfully submitted,

*Diane Rosenwasser*

Diane Rosenwasser, Secretary



## FRIDAY MAY 21st

## SPRING MEETING PROGRAM

## SATURDAY, MAY 22nd

Registration  
8:30 a.m. - 4:30 p.m.

Exhibitors 8:30 a.m. - 4:30 p.m.  
Hospitality Suite  
8:30 a.m. - midnite  
(Thurs. p.m. - midnite)

## ARRANGEMENT &amp; DESCRIPTION WORKSHOP

Basic introduction to the arrangement & description of archives & manuscripts  
9:30 a.m. - 4:30 p.m.

## MARAC'S NEXT TEN YEARS

Three generations of MARAC leadership -- past, present & future -- speak out on professional concerns & how MARAC can help its members deal with these concerns  
9:30 a.m. - 11:00 a.m.

## REFERENCE SERVICE FOR THE HANDICAPPED

Special needs & considerations for providing reference service to researchers who are blind or physically handicapped  
11:15 a.m. - 12:15 p.m.

## INTERFACING ARCHIVES AND RECORDS MANAGEMENT

The pros & cons of one person wearing two hats  
11:15 a.m. - 12:15 p.m.

## EXIT INTERVIEWS: OTHER USES FOR ORAL HISTORIES

What does the National Archives and the Nixon & Carter Administrations have in common? Oral history programs  
11:15 a.m. - 12:15 p.m.

LUNCHEON: MAYOR HARRY W. KELLEY & MARAC ARCHIVIST  
"Welcome" by Mayor Kelley and "MARAC's First Ten Years" by our Archivist  
12:30 p.m. - 2:00 p.m.

## MAINTAINING &amp; SERVICING CARTOGRAPHIC RESOURCES

How to make maps available to researchers & micro-reproduction of maps  
2:15 p.m. - 3:15 p.m.

## COPYING VISUAL IMAGES

New techniques for copying pictorial & cartographic images onto microfilm  
2:15 p.m. - 3:15 p.m.

## TRIAL BY FIRE---RESCUING YOUR RECORDS

How to conduct clean-up operations after a disaster  
2:15 p.m. - 3:15 p.m.

## PHOTOGRAPHIC COLLECTIONS WORKSHOP

Processing your photographic collections---  
limited to 15 participants  
3:30 p.m. - 4:30 p.m.

## LEARNING TO COPE WITH MACHINE-READABLE RECORDS

An overview of computer systems, their terminology, hardware & software - in non-technical terms  
3:30 p.m. - 4:30 p.m.

## AN OUNCE OF PREVENTION---DISASTER PLANNING

Steps for developing a disaster plan  
3:30 p.m. - 4:30 p.m.

## STATE CAUCUSES

Meet & talk with your state rep & colleagues  
4:45 p.m. - 5:45 p.m.

## 10th ANNIVERSARY PARTY

The biggest and best pool party you'll ever attend!  
8:00 p.m. to 10:00 p.m.

Registration  
8:30 a.m. - 11:45 a.m.

Exhibitors  
8:30 a.m. - 11:45 a.m.

Hospitality Suite  
8:30 a.m. - check out

## MARAC BUSINESS MEETING &amp; CONTINENTAL BREAKFAST

Open to all  
9:00 a.m. - 10:30 a.m.

## MANAGING A PUBLIC RELATIONS PROGRAM

Some pointers on publicizing your existence & programs -- internally & externally  
10:45 a.m. - 11:45 a.m.

## WOMEN IN ARCHIVES: LET'S GET INVOLVED

Survey of women's participation in regional archival associations  
10:45 a.m. - 11:45 a.m.

## PROBLEMS &amp; PITFALLS OF BEGINNING AN ARCHIVES

Establishing an archival program & getting it to function well  
10:45 a.m. - 11:45 a.m.

## ARCHIVAL TRAINING BEYOND THE BASICS

Survey of advanced training needs & presentation of a proposal for an American Archivists Institute  
10:45 a.m. - 11:45 a.m.

## SAA CONFIDENTIALITY COMMITTEE

The Society of American Archivists invite you to drop in  
11:00 a.m. - 1:30 p.m.

## THE WORLD OF EMPLOYEE/EMPLOYER RELATIONS

Advice on dealing with the intricacies of personnel & management problems  
1:30 p.m. - 3:45 p.m.

## PUBLIC &amp; PRIVATE FUNDING--AN OUTLOOK FOR THE 80'S

Overview of the status of public funding & the support available from the private sector  
1:30 p.m. - 2:30 p.m.

## BALANCING THE SCALES: SELECTIVE RETENTION OF JUDICIAL &amp; INVESTIGATIVE RECORDS AT THE NATIONAL LEVEL

The FBI appraisal project & U.S. District & Bankruptcy Courts case files  
1:30 p.m. - 2:30 p.m.

## ARCHIVAL SUPPLIES

Overview of the variety of archival supplies on today's market  
1:30 p.m. - 2:30 p.m.

## LIFE AMONG THE LEGISLATURE

The respectability & necessity of good legislative relations  
2:45 p.m. - 3:45 p.m.

## MARITIME HISTORY ON THE CHESAPEAKE

Slide lecture about the Chesapeake Bay, its growth & development  
2:45 p.m. - 3:45 p.m.

## RACING THE INCINERATOR--RETRIEVING RECORDS

A case study of appraising & accessioning endangered business records  
2:45 p.m. - 3:45 p.m.



## RIDE SHARING

State representatives have been asked to coordinate car-pooling arrangements for the May meeting in Ocean City. If any Maryland residents can provide or need a ride, please send a postcard to or telephone one of the following people:

In the Baltimore Metropolitan area:  
 Julia Morgan  
 The Ferdinand Hamburger, Jr. Archives  
 The Johns Hopkins University  
 Baltimore, Maryland 21218  
 338-8323  
 366-3788 (home)

In the Maryland suburbs of D.C.:  
 Esme Bhan  
 Manuscripts Associate  
 Moorland-Spingarn Research Center  
 Howard University  
 Washington, D.C. 20059  
 (202) 636-7479, 7480, or 7498

In the Annapolis area:  
 Pat Vanorny  
 11 Barbara Dale Lane  
 Annapolis, Maryland 21401  
 269-3915

Please include the following information: your name, address, and phone number (both business and home), whether you can provide or need a ride, how many passengers you can accommodate, and when you expect to be travelling (both to Ocean City and back home again). The handful of people who fall outside of the three areas above should let me know of any transportation problems. If any Maryland residents need a map showing the major highways into Ocean City, please contact me.

Julia Morgan  
 Maryland State Rep.

## D.C. Caucus Share-a-ride plan.

Members in the Washington Metropolitan Area who can offer rides or need rides to the Ocean City meeting should telephone one of the three persons listed below between the hours of 8-10 p.m.

Sara Stone D.C. 244-0711  
 Jeanne Elderkin N. Md. (301) 589-3887  
 Judith Thorne N. Va. (703) 860-4715

If you can take riders, please let us know how many you can take, when and from where you intend to depart for Ocean City, when you intend to return, and your telephone number.

ALBANY COUNTY (NEW YORK) RECORDS  
MANAGEMENT PROGRAM

Albany has been settled for more than 350 years; there has been an Albany County since 1683, and since 1686 a City of Albany. In all that time the paperwork generated by City and County government has remained in the keeping of the individual offices which created it. When records became obsolete, they were shunted, sometimes systematically, most often not, to some sort of storage. In the centuries that passed, much of the documentation of government, and of life in the Albany area, vanished—destroyed, lost, or occasionally collected. What is remarkable about this government vicinity's documentation is that so much of it survived the years.

As County and City governments grew, so did the quantity of records created in carrying out their functions. The New Deal and its locally administered programs, and the growing role of Federal government after World War II in financing and auditing local agencies were accompanied by an explosion of paperwork. As Federal and State money flowed into local projects, it seemed that every dollar bred 35 pounds of paper to be managed. Local agencies began to be crowded from their offices by the sheer mass of paperwork produced over the years.

Until the present, the techniques used to make use, and store records have been typified contemporary practices. Many times in the past at both City and County levels of government, efforts were made to establish "archives", usually after a major fire, with a view to preserving historic or legal records. Most notable were the vast indexes to the records of Albany County compiled over nearly 20 years after the early 1890's. Another ambitious records survey was conducted by the W.P.A. during the Depression.

What makes the Albany County Records Management Program different from what has gone before is that it is an organic records management program, conceived as a complete "memory bank" for local government. Records Management runs the whole gamut from creation to disposition, including inactive retention in a warehousing situation, secure and legal destruction or permanent, archival preservation.

ACRMP's basic planning tool is the survey of virtually all records held by almost 80 City and County agencies now in existence, 43,000 cubic feet of documents. Piled up, foot upon foot, this would be a stack over 8 miles high (nearly 32 times as high as New York's World Trade Center), some 129 million pages weighing 1,290 pounds. Managing all this paper is the crux of local government's late 20th century paperwork glut.

Office floorspace is expensive, warehouse space relatively cheap. Steel filing cabinets are costly, cardboard records storage boxes dramatically less so. A warehousing solution is cheaper than any other, including the cost of its modest staff. By combining existing facilities and restructuring its table of organization, the Albany County Clerk's office now provides records management consultation, micrographic services, storage of inactive records, and archival processes to the governmental agencies of the City and County of Albany.



## SENATE IMPROVES ACCESS TO ITS RECORDS

By adopting Resolution 474, the Senate has improved access to its non-current records at the National Archives. Sponsored by Sen. Robert Byrd of West Virginia, the resolution provides that most Senate records, including those of its committees, will be opened routinely after they are 20 years old. Sensitive records, primarily those containing personal data, such as investigative files pertaining to individuals, personnel records, and executive nominations, will be available 50 years after their creation. The provisions of the resolution took effect last March 1.

## UVA GETS RAILROAD RECORDS

The Norfolk and Western Railway donated the corporate records and all common stock of the bankrupt Erie Lackawanna Railway Company to the University of Virginia's Colgate Darden Graduate Business School. N & W President Robert B. Claytor is gratified "to know these records will continue to be preserved." He anticipated a number of great case studies based on the records.

from the Associated Press

## 1910 CENSUS OPEN

Dr. Robert M. Warner, the Archivist of the United States, recently announced that the 1910 census schedules and indexes for 21 states are open to researchers at the National Archives. It is expected that the 11 regional archives branches will have copies for use by the public this fall.

For each person listed in the 1910 census, the census schedules include full name; personal description (race or color, age at last birthday, sex, marital status, and length of present marriage); nativity (place of birth, father's place of birth, mother's place of birth); citizenship; occupation; number of weeks unemployed in 1909; ability to read and write; language spoken; and Civil War veteran's status. The 1910 census schedules are organized by state and thereunder by county; heavily populated counties are further divided by cities and sometimes by wards. There are 1,784 microfilm rolls of census schedules and 4,642 rolls of indexes. Indexes were created by the Bureau of the Census and cover only 21 states. The National Archives has created a separate microfilm publication for each state's index. While the Census Bureau used two different systems -- Soundex and Miracode -- in compiling the 21 indexes, they are essentially identical. Both spell the family name phonetically. The index cards in both systems were prepared for each household. They contain each household member's name, age, place of birth, race, county of residence, and city (if appropriate), as well as the volume number and enumeration district number of the schedules from which the information was obtained. However, the Miracode lists the visitation number assigned by the enumerator while the Soundex shows the page and line numbers on the schedule.

## THE ARCHIVES OF THE AMERICAN COUNCIL ON EDUCATION, 1918-1977

The American Council on Education will open its archives to qualified researchers after May 15, 1982. The archives cover the history of the Council and record its involvement in national and regional issues. Because the Council is the principal organization representing all components of the American higher education establishment, its history parallels that of American higher education and its institutions.

The Council acknowledges the support of the National Endowment for the Humanities and the W.K. Kellogg Foundation in the establishment of the Archives of the American Council on Education. Linda J. Ebben was project archivist and George C. Chalou served as archival consultant. A descriptive guide also has been prepared. Inquiries on access and use of the archives should be directed to Judith A. Pfeiffer, Project director and director of the Higher Education Policy and Administration Library and Information Service at the American Council on Education, One Dupont Circle, Washington, D.C. 20036, (202) 833-4690.

The 1910 census schedules for all states are contained in microfilm publication number T624 which has a total of 1,784 reels and sells for \$26,760. The list below shows the reel numbers in T624 for states in the MARAC region:

| State         | Roll nos. | # rolls | Price |
|---------------|-----------|---------|-------|
| Delaware      | 145-148   | 4       | \$ 60 |
| Dist. of Col. | 149-155   | 7       | 105   |
| Maryland      | 549-570   | 22      | 330   |
| New Jersey    | 867-912   | 46      | 690   |
| New York      | 920-1094  | 175     | 2625  |
| Pennsylvania  | 1292-1435 | 144     | 2160  |
| Virginia      | 1619-1652 | 34      | 510   |
| West Virginia | 1676-1699 | 24      | 360   |

The Census Bureau prepared indexes for only three states in the MARAC region. Each state's index has its own microfilm publication number:

| State         | Pub. no. | # rolls | Price    |
|---------------|----------|---------|----------|
| Pennsylvania  | T1274    | 688     | \$10,320 |
| Virginia      | T1278    | 183     | 2,745    |
| West Virginia | T1279    | 108     | 1,620    |

The National Archives will give priority to large orders (for entire states) in order to provide the greatest public availability. Checks and money or purchase orders should be made payable to: National Archives Trust Fund Board and mailed to Cashier, National Archives Trust Fund, Washington, DC 20408.



## DISADVANTAGES (from page 12)

I think we have the courage and professional self-confidence to break down those walls. We should recruit new archivists from a wider variety of disciplines. We ought to co-opt the records managers and reclaim the field we have all but abandoned. We should work to place archivists in such fields as biomedical or computer sciences where their training and appraisal skills would be immediately useful. In short, we ought not to hunker down. Rather, we should attempt to become visible and valuable by spreading ourselves through the society and culture we serve.

Continued from page 1

Ocean City emphasizes water-oriented and resort activities. But those seeking historical features of the area can tour museums and travel through the countryside. The Ocean City Life Saving Station Museum, located on the boardwalk at the Inlet, has exhibits reflecting assistance given seafarers and ships in distress. In Snow Hill, twenty-three miles southwest of Ocean City, can be found the Julia Purnell Museum which houses 18th and 19th century artifacts and memorabilia. Nearby is the restored Nassawango Furnace which processed bog ore between 1832 and 1847. Additional information about these sites will be supplied in each registrant's packet.

## ODE TO THE CONSERVATOR

For cockroaches, ants and silverfish  
Your leftovers make a tasty dish.  
Your apple cores and crusts of bread  
Allow the rats to stay well fed.  
And in a building of this size  
Your care could help to minimize  
The little pests we can't divert  
From thinking books make great dessert.  
We try to clean but need your help  
To stamp the little vermin out.  
We've asked before but you ignore  
The signs we place by every door.  
This time we hope you'll heed our plea,  
For if you don't you soon may see  
That when you've had your coffee break  
Your sandwiches, your piece of cake,  
And settled with the library book  
You need to pass a course you took,  
You'll open it and know you're doomed  
...Chapter 4 has been consumed!

## THE ARCHIVAL CRISIS IN CONNECTICUT

The Connecticut Coordinating Committee for the Promotion of History is concerned about the selection of a new unit head in the Connecticut State Library's Archives, History and Genealogy unit and about the reorganization of the Department of Archives and Records Administration. Both decisions will impare the archival program, already one of the weakest in the nation. The individual selected as the new unit head lacks formal archival training or experience. The reorganization will alter and weaken the existing union between archives and records administration. On January 9, 1982, the Committee passed resolutions to maintain the Department of Archives and Records Administration as a single unit and to conduct national searches for the unit head of Archives, History and Genealogy and for the position of Public Records Administrator.

## IN SEARCH OF A SCHOOL ARCHIVIST

I am interested in talking to an archivist who has worked in or set up a school archives. I am surveying the schools and offices in the Pittsburgh Public School System to estimate the volume of materials that have permanent historical value, and to develop an archival policy. I would like to know if there are other school districts that have an archival center for preserving such things as class photographs, samples of student work, curriculum materials, PTA minutes, research reports, correspondence of the superintendent, and other records that document the growth and development of the schools. Please contact Dr. Carolyn Schumacher, 341 S. Bellefield, Pittsburgh, PA 15213. (412) 622-3945/46.

## HEARINGS (from p. 21)

ced that a \$5 million savings in SLUC charges for NARS would alleviate the need for furloughs of NARS staff. Kindness asked why Carmen thought everything was going well at NARS and stated he was one of those who disagreed. At that point and later, Kindness expressed grave concern that there had been no progress at all at NARS since the last hearing, and he saw no well thought out, long-range, systematic preservation program being planned after more than 2 1/2 years. In his closing comment for the hearings, English voiced the same reservations and reiterated his perplexity about the placement of NARS in GSA.



## SCA COMMITTEE FOR 80S ISSUES REPORT

A committee of the Society of California Archivists has just submitted to SCA Council a report outlining an ambitious agenda of programs and activities for the Society during the next decade. Having celebrated its 10th anniversary in 1981, the Society decided to look at its past and analyze the present in order to prepare for an even more productive future.

Called the Committee of the 80s and chaired by Charles Palm of the Hoover Institution, the group tackled its task by reviewing SCA's first ten years, gathering ideas for future activities, investigating programs of other regional archival groups, and circulating a questionnaire to the SCA membership. The Committee's final report includes sixteen specific recommendations for Council action, ranging from changes in the bylaws to the development of new programs.

Each of the Committee's recommendations is followed by an estimation of costs in terms of dollars and volunteer hours and by a suggested implementation date. Implementation for the more ambitious programs is delayed until 1985 and after, in order to give SCA sufficient time to achieve short term goals and prepare for more difficult assignments.

Among the substantive programs recommended for expansion or creation were the development of 1) an expanded workshop program which would increase each year until reaching six workshops annually by 1989; 2) greater liaison and cooperative projects with historical preservation and regional archival groups outside the state; 3) a consulting service to assist fledgling archives; 4) a special committee on conservation to identify statewide conservation plans for possible SCA endorsement; and 5) a standing committee on collection development to identify subject areas or community segments not being adequately documented.

In addition, the Committee recommended the establishment of a speakers bureau, nonmonetary awards for meritorious archival publications within the state, and the promotion of annual meeting formats that encourage maximum audience participation and informal discussion rather than formal presentations. Giving careful attention to the organization and operation of the Society itself, the Committee further recommended the preparation of job descriptions for all offices, a change in bylaws to require that at least two people run for each office, and a study to determine the feasibility of establishing a permanent address and paid part-time executive secretary.

Although the SCA Council has not yet acted upon the report, the careful planning and ambitious programming that it represents suggests that the Society of California Archivists remains a vigorous and forward-looking regional organization. Perhaps MARAC could benefit by instituting a similar self-study.

Eddie Hedlin  
NARS - NHPRC

## NETWORKS CONFERENCE GREAT SUCCESS

More than sixty archivists and colleagues in related professions attended the National Conference on Regional Archival Networks in Madison, Wisconsin, 14-17 July. The Conference was co-sponsored by Midwest Archival Conference, the State Historical Society of Wisconsin, and the University of Wisconsin System Archives Council. A grant of \$9973 from the Research Programs Division of NEH enabled the committee to draw together twenty-six speakers and commentators, including people from as far away as Washington DC, Texas, and California. Most of the papers and other written products of the conference will be published in a forthcoming issue of the Midwestern Archivist.

Archival networks are formal agreements, generally among colleges and universities, state archives, and state historical agencies within a single state, to operate a joint program to administer certain historical records. Networks now operate in at least ten states, the majority of them in the Midwest. While most participants in the Madison conference had some network affiliation, the conference also drew observers from Georgia, Pennsylvania, and California, where such programs are only now being considered.

Not surprisingly, most conference participants agreed that archival networks are useful mechanisms for accomplishing the goals of archives programs. They recognized that interinstitutional cooperation, particularly in times of fiscal stringency, was necessary and beneficial.

Despite the challenging questions the conference raised about archival networks, most conference participants felt the meeting produced real progress in an area critical to the administration of the historical record in the future. A great deal of information about current programs was drawn together for the first time, and some central concerns and problems were articulated and explored. The publication of these findings in the Midwestern Archivist will create a record and a resource for future cooperative efforts by archivists.

--From MAC Newsletter



MARAC's

Dear Archivist...

Practical Solutions to Archival Dilemmas

Volume 1, Number 1 (Spring 1982)

Editor's Note: The idea for a technical leaflet series originated with the New York Caucus of MARAC. The series, as developed by the Caucus, is intended to provide brief, practical information about selected archival topics suitable especially for beginners in the profession. As a pilot project the New York Caucus will produce four issues of MARAC's "Dear Archivist" during the coming year, mailing one technical leaflet with each issue of the Mid-Atlantic Archivist. Reader comments will be crucial for an evaluation of the success of this pilot project. Please send your comments to the series editor: Gregory S. Hunter, Director of Archival Programs, United Negro College Fund, Inc., 500 East 62nd Street, New York, NY 10021. The first leaflet addresses the question, "How do I appraise social welfare case files?" Providing an answer is Thomas E. Mills, an appraisal specialist with the New York State Archives.



# Appraisal of Social Welfare Case Files

BY THOMAS E. MILLS

Social welfare case files can be defined as client dossiers maintained by institutions or organizations (henceforth referred to as agencies) -- both public and private -- that provide services to individuals who have been identified as among a maladjusted or disadvantaged social group. The administration of the service program results in the accumulation of personal case files that document the identification of need, the providing of services, and the results of the service in altering the individual's social situation. Examples of social welfare case files include dossiers kept on mental health patients; prison or reformatory inmates; members of special schools, associations, or rehabilitation programs; and clients of government public assistance programs or nongovernment charitable aid organizations.

Appraisal is the process of determining whether or not records possess sufficient historical or other value to warrant archival preservation. Central to this determination is an analysis of the evidential and informational characteristics of the records. But the appraiser must also consider the form and arrangement of the records, their relationships with other records, and the prospective costs of processing, preserving, and making available the records.

Despite a consensus that social welfare case files are valuable research resources, archivists have been reluctant to accession them, citing problems caused by the great bulk of the records and by the limitations on access due to confidentiality. Furthermore, a recent article suggests that welfare case files may not have sufficient research value to warrant archival retention, warning that archivists "have entertained a rather unthinking or sentimental attitude toward... records of the poor, and that attitude has stopped any disparaging judgment about (these) records."\*

There is a need for systematic appraisal of social welfare case files, analyzing their research values, as well as the practical aspects of their archival preservation. One way that this can be accomplished is by following the six-step appraisal process described below.

1. Prepare a background history of the social welfare program. Appraisal is ultimately a selection process that must occur in the context of a larger universe. The first step, therefore, is to compile a history of the social welfare program and identify all extant records of the agency's activities. Pay particular attention to procedures, rules, directives, and laws (even private organizations can be regulated) that define the agency's mission and specify accountability for action. Identify planning bodies that provide direction within the agency, and channels of communication and reporting from operational levels to supervisory levels. Records produced as a result of these organizational dynamics might

contain a condensed version of information found in the case files.

2. Survey the records. The second step is to survey and describe, at the series level, the content, form, and dynamics of the records. "Dynamics" refers to the fact that records exist to document agency functions and activities.

The large volume and detailed informational content of the case file series make it difficult to describe, but some common characteristics of social welfare case files ease the task. Most case file series are arranged in chronological order, with case folders containing similar documents (often standardized forms) that follow a pre-set internal filing order. Rather than attempting to read through every file, select an interval of a certain number of years -- five is usually sufficient -- and peruse six files for each of those years starting with the oldest. Choose the six files on the basis of size: two of the thickest, two of "average" size, and two thin files. If previous research has indicated substantial policy changes or the impact of significant outside influences on agency activities, add to the survey sample files for the years of such occurrences. When you encounter an unexpected change in file form or content during the survey, work back until you are able to pinpoint the time of the change.

In the survey of selected case files focus on four categories of documents as follows:

- (a) List the types of information contained in a standardized cover sheet (such as a registration, admission or application form) that almost always appears at the front of each case file. This form generally provides summary data on the individual's personal and social background, and a concise statement of the need for assistance.
- (b) Describe the contents of narrative reports that resulted from background investigations of cases by professional social workers. Explain when, how, and by whom the reports were prepared. You should also describe follow-up reports, if any, on the results of assistance.
- (c) Describe documents that reveal final determinations on eligibility and the amount or kind of assistance provided.
- (d) Keep a list of all other recurring documents noting approximately when they first appear and when they are discontinued. Because few of these documents add substantive information beyond that already described, it is not necessary to describe them in detail.

\*John Daly, "Director's Comments, "For the Record: Newsletter of the Illinois State Archives 4:3 (1990), 2.



### 3. Determine evidential and informational values.

The appraiser can now consider the research value of the information contained in the case files. These files obviously document the operation of the agency in providing services, but a key question is whether or not this information exists in more compact form in other series. Do the case files add to an understanding of agency policy and procedures contained in administrative records? Are there summary reports, especially statistical studies, on the nature of the recipients of aid, the amount and type of assistance provided, and the results of this assistance? On the other hand, agency reports often reflect assumptions that can be reinterpreted by later researchers with differing perceptions of the problems and needs of "disadvantaged" groups. The case files might supply the detailed evidence needed for such a reevaluation of the social program.

In addition to the evidential value for analysis of the agency's social policy role, the appraiser must also consider potential informational uses of the records. Given modern techniques for manipulating vast quantities of data, we must not overlook the detailed information buried in collections of case files. Social science inquiry in such fields as demography, economics, immigration and ethnicity, the history of childhood and the family, psychology, psychohistory, women's history, and gerontology might make use of data on specific groups of people whose lives are undocumented elsewhere. The archivist should review recent literature in these areas and seek opinions on potential uses of the data from appropriate researchers.

In evaluating the research value of case files, identify specific documents and/or categories of data in the case files. Consider also the means of retrieving the data, based on arrangement of the records and the availability of indexes.

4. Evaluate the costs of archival administration. The appraiser cannot ignore the potential costs of administering case files and must place these costs in the context of the institution's acquisition policy. Foremost is the amount of space needed to store a large collection of case files. Weeding nonvaluable material, such as redundant financial records, usually proves an effective means of reducing volume. If so, and if the archives plans ongoing accessions of an agency's case files, weeding could be carried out at the time of creation by separating case files into disposable working folders and folders containing documents to be preserved. Of course, there are other methods of reducing bulk, such as microfilming, sampling, or converting data to machine-readable form, but these

require resources beyond the reach of many repositories.

Another cost consideration is the arrangement of the records. Are they organized in such a way that identified research values may be exploited? How much effort is necessary to describe the records so that they are usable?

5. Consider the question of confidentiality. Although archivists are committed to making records available for research, individual rights to privacy present ethical, and sometimes legal, limitations for both the archives and the donor agency. Among three approaches to this problem--expunging data that identifies individuals, closing records for a specified period of time, and limiting use to "qualified" researchers with "legitimate" research interests--the latter is generally preferred. Expunging data is costly and may preclude research that involves specific target groups or the linking of data sets. Closing records, usually for 50 to 75 years, precludes all research during that time and does not address the sensitive issue of heirs' privacy rights.

The third alternative balances legitimate research needs and privacy rights. After initial screening and approval of a proposed research project, which must be explained in writing, the archives seeks the donor agency's concurrence. If the agency agrees to allow access, the researcher may then use the records provided he or she signs a contractual agreement to respect the privacy of individuals named in the records. The researcher agreement can include a provision transferring liability for damages from the archives to the user.

You should investigate confidentiality issues (and seek legal advice) during appraisal, because limitations on access might drastically reduce research use (or even research value, if data is expunged).

6. Prepare an appraisal report and recommendations. The final step is the preparation of a written appraisal report summarizing the five areas discussed above and containing recommendations for action. Because projections of research value and cost involve subjective judgments, the more exhaustive we make the appraisal process the more confident we can be in the outcome. As archivists gain experience in administering social welfare case files, analyses of actual research use will become an important component of appraisal. In the meantime, systematic appraisal studies like the one outlined above can guide and document the decisions we make.

### Suggested Readings

Anderson, R. Joseph. "Public Welfare Case Records: A Study of Archival Practices." American Archivist 43 (1980), 169-179.

Brichford, Maynard J. Archives and Manuscripts: Appraisal and Accessioning. Basic Manual Series. Chicago: Society of American Archivists, 1977.

Hull, Felix. The Use of Sampling Techniques in the Retention of Records: A RAMP Study with Guidelines. Paris: United Nations Educational Scientific and Cultural Organization, 1981.

Ladenson, Alex. "Legal Problems in Administering Confidential Case Records." SAA Newsletter (May 1978), 11.

Parr, G. J. "Case Records as Sources for Social History." Archivaria 4 (1977), 122-136.

Stewart, Virginia R. "Problems of Confidentiality in the Administration of Personal Case Records." American Archivist 37 (1974), 387-398.

"Welfare Case Files - A Closer Look." For the Record: Newsletter of the Illinois State Archives 4:3 (1980), 2-3.



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MARAC's

Dear Archivist...

Practical Solutions to Archival Dilemmas 4



# Preservation Views

## Micrographics Standards for Preservation

by Ellen McCrady

The General Services Administration, which provides purchasing and other administrative services to U.S. government agencies, recently issued a useful list of standards relevant to micrographics management. Over a third of those standards appear to be directly relevant to preservation of microforms, and a few also apply to still photographs, motion picture film and aerial photographs. One applies to preservation in general.

The list was issued for internal use, as GSA Order OAD P 1882.1 CHGE 4, on December 15, 1981, from the office of William A. Clinkscales, Jr., Director of Oversight. The subject was identified as "GSA Micrographics Management Program." All the standards in the list (35 in all) were formal standards; that is, they are formulated or adopted, maintained (revised at intervals or when necessary) and distributed by one of the 10 standards-setting bodies in the list.

The standards that seem to be most useful for preservation are listed below.

### American National Standards Institute (ANSI)

| <u>ANSI Standard Number</u> | <u>Title</u>   |
|-----------------------------|--|
| PH1.25-1976                 | Specifications for safety photographic film  |
| PH1.28-1981                 | Specifications for photographic film for archival records, silver gelatin type on cellulose ester base (same as NBS Handbook 96, Inspection of processed photographic records films for aging blemishes, according to an NBS source) |
| PH1.41-1981                 | Specifications for photographic film for archival records, silver gelatin type on polyester base   |
| PH1.43-1980                 | Practice for storage of processed safety photographic film   |
| PH1.53-1978                 | Requirements for photographic filing enclosures for storing processed photographic films, plates, and paper  |
| PH4.8-1978                  | Methylene blue method for measuring thio-sulfate and silver densitometric method for measuring residual chemicals in films, plates, and papers   |

### National Micrographics Association (NMA)

| <u>NMA Standard Number</u> | <u>Title</u>   |
|----------------------------|--|
| MS23-1979                  | Practice for operational procedures inspection and quality control of first generation silver gelatin microfilm of documents |

### Federal Information Processing Standards (FIPS)

| <u>FIPS Publication Number</u> | <u>Title</u>      |
|--------------------------------|-------------------|
| 84                             | Microfilm readers |

### Federal Standards

| <u>Federal Number</u> | <u>Title</u>  |
|-----------------------|---|
| FED-STD-125B          | Film, photographic and film, photographic, processed (for permanent record use) |
| FED-STD-170B          | Film, photographic, black and white, classification and testing methods         |

### National Bureau of Standards (NBS)

| <u>NBS Number</u> | <u>Title</u>                     |
|-------------------|----------------------------------|
| 1010A             | Microscopy resolution test chart |

### National Fire Protection Association (NFPA)

| <u>NFPA Number</u> | <u>Title</u>                |
|--------------------|-----------------------------|
| 232                | Protection of records, 1970 |

### American Society of Heating, Refrigerating, and Air Conditioning Engineers (ASHRAE)

| <u>ASHRAE Number</u> | <u>Title</u>   |
|----------------------|--|
| 52-76                | Method of testing air-cleaning devices used in general ventilation for removing particulate matter |

The addresses of the issuing agencies are:

|                    |                         |
|--------------------|-------------------------|
| <b>ANSI</b>        | <b>NMA</b>              |
| 1430 Broadway      | 8719 Colesville Rd.     |
| New York, NY 10018 | Silver Spring, MD 20910 |

National Technical Information Service (for FIPS standards)  
5285 Port Royal Road  
Springfield, VA 22161

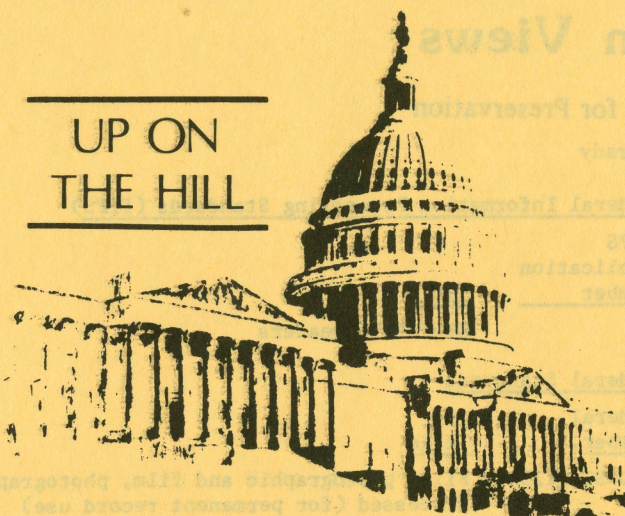
Naval Publications and Forms Center (for Federal Standards)  
5801 Tabor Ave.  
Philadelphia, PA 19120

National Bureau of Standards  
Chemistry Bldg. Rm. B311  
Washington, DC 20234

|                    |                       |
|--------------------|-----------------------|
| <b>NFPA</b>        | <b>ASHRAE</b>         |
| Battery Marsh Park | 1791 Tullie Circle NE |
| Quincy, MA 02269   | Atlanta, GA 30329     |



## UP ON THE HILL



### LABELING STANDARDS NEAR

A special task group of manufacturers, toxicologists and artists has drawn up standards to identify toxic ingredients in arts materials.

The task group has been working on these standards for more than a year with the Artists Equity Association and the American Society for Testing and Materials (ASTM). Members of the ASTM, an independent group whose standards are frequently used as guidelines for state and Federal legislation, will vote on the standards in 1982. As an interim measure, several art supply manufacturing companies, including Binney and Smith and M. Grumbacher, have listed their product formulations with the National Poison Center Network, whose hotlines provide emergency information on toxic materials.

A 1975 Harris poll showed that 39 percent of all Americans over age 16 - more than 56 million people - engage in woodworking, weaving, pottery, ceramics or other crafts and 16 percent - more than 21 million people - spend some of their time drawing, painting or sculpting. These estimates do not include the countless children who may be exposed inadvertently to hazardous arts materials at home or in school.

Many of the same materials that artists use - solvents, thinners, leads, asbestos, resins and chemicals - are used in industry. But the hazards they pose in the workplace have been the focus of much attention and these materials are increasingly used by informed workers under conditions established by government regulation.

However, the artists' studio, the home workshop and the classroom too often are another story.

For over three and one half years, Congressman Richmond (14th District Brooklyn), has conducted an investigation of hazardous ingredients in arts supplies and has found that much of the problem can be attributed to inadequate or non-existent labeling information. The users often lack information on the possible long-term dangers of their materials. Many artists have suffered nerve damage, liver and kidney damage, lung disease and miscarriages as a result of their exposure to toxic art supplies.

Because of the extent of the problem and the industry's failure to take adequate steps to solve it, in 1979 Congressman Richmond introduced legislation which would require manufacturers to provide detailed labels on their materials. During hearings on this bill in September 1980, industry representatives agreed to develop the labeling standards which have now been drafted.

In 1980, the artists supplies toxicity legislation was reintroduced and is presently pending before the Subcommittee on Health and Environment of the House Energy and Commerce Committee. If the voluntary standards are not implemented promptly, Congressman Richmond has pledged to press for the establishment of Federal standards for the labels of artists' supplies.

### OVERSIGHT HEARINGS

The House of Representatives Subcommittee on Government Information and Individual Rights chaired by Glenn English (D., OK) held oversight hearings on NARS March 2 and 4. The 9 hours of hearings elicited much information about the programs of NARS from numerous sources and concluded with expressions of congressional concern about the long-range planning for preservation of records and the "tension" between NARS and GSA.

The hearings began with a statement by Representative George Wortley (R., NY) endorsing the reauthorization of NHPRC. The first panel of witnesses was Barbara Tuchman and Alex Haley. The 2 well-known historians drew the only attention of the press and TV crews and spoke before a standing-room-only audience at the hearings. Both praised the staff of NARS and emphasized the necessity of a trained staff with the expertise to locate records and provide information to researchers in the National Archives. Tuchman stated that the actual budget cut of 30% for NARS is "sheer destruction" because records cannot be processed or made available for researchers under such circumstances. When the cost of a B-1 bomber was mentioned relative to the NARS budget, Alex Haley respectfully submitted that the comparison was an "atrocious."



The second panel was made up of representatives from national organizations and included the following: Samuel Gammon (AHA), Joan Hoff-Wilson (OAH), Charles Lee (SAA), Phyllis Johnson (National Genealogical Society), and Charlene Bickford (Coalition to Save our Documentary Heritage). Gammon traced the history of AHA interest in the creation of the Archives and said that the budget cuts "severely compromise the ability of [NARS] to fulfill its mission." He cited the programs that were cut and called the NARS/GSA relationship a "misalliance." In talking about President Jefferson assembling his library, "which became the nucleus of the Library of Congress, he did not put his housekeeper or his gardener in charge of it." He ended by warning that NARS should not be dismantled in the name of reorganization.

Hoff-Wilson directed her testimony to 5 questions about the future of NARS: organizational structure, funding, records management, new demands of researchers, and the tie with GSA. She argued that the administrative organization of GSA, seen as efficient in 1949, is not necessarily effective in the 80's. On the last question she listed the events politicizing NARS since 1949 and concluded that NARS had to become independent of GSA interference as proposed in S. 1421. Lee presented the recent resolution of the SAA Council calling for intensive oversight hearings on the program activity and management of NARS. He spoke of the forthcoming replacement of the Archivist without consultation with the archival community. In later questioning Lee stated that he knew of the replacement plan from very reliable sources.

Johnson, representing the genealogical community, noted how the budget cuts would affect their work and called for greater access to NARS microfilm publications. Bickford spoke on behalf of long term reauthorization of NHPRC and funding of the Commission at the 1981 level of \$4 million. In speaking about the budget problems at NARS, Bickford pointed out that between 1976-81, the NARS staff decreased by 1%, while reference requests increased by 80%. She also called for NARS independence from GSA, or NARS autonomy within GSA. Congressman English's questions were brief and centered on the Lee testimony about a new Archivist.

In the afternoon there was a third panel made up of David Trask (Society for History in the Federal Government), Mike McReynolds (National Archives Assembly), and A. K. Johnson (National Association of State Archives and Records Administrators). Trask emphasized the extensive support NARS provides to federal agencies in their day-to-day operations. He stated that NARS was not able to fulfill its statutory and professional responsibilities and called for a comprehensive inquiry into the archival requirements of the nation for the next generation.

Johnson expressed concern for the fate of NARS programs in the States, the role of records management, and the records program under NHPRC.

English questioned McReynolds about Carmen's January testimony that no programs would be cut by the 16% budget reduction. McReynolds responded that the program cuts listed in his testimony had happened and were based on hard information. Asked how the RIFs affected work in NARS, he related a reference inquiry in which rified employees were sorely missed. He also noted that the staff members rified from his branch were two women and one black male.

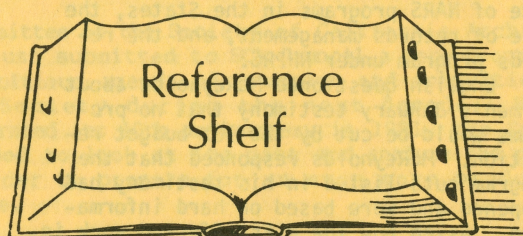
The last panel of the day was a group of private citizens concerned about NARS: Fred Greenhut, Dan Bahmer, Bob Wolfe and Berkley Tompkins. Greenhut's testimony was directed to past failures in the NARS preservation and exhibits programs. Bahmer spoke on the lack of reforms in the Trust Fund since the last oversight hearings. He offered draft legislation giving authority over the Trust Fund to GSA. Wolfe described long-time NARS mismanagement and called for streamlining the front office. Tompkins suggested that outside historians and administrators would solve NARS management problems.

On March 4 the first witness was Jess Larson, the first Administrator of General Services. Of many points he made, three stand out. He gave Grover free reign to run the archives and records management operations. He believed that records management and archives should remain together, and NARS should be a part of GSA. The Archivist spoke on actions that have improved the NARS preservation and other programs and ended by praising the staff of the institution. During the questioning by Congressman English and Kindness (R., OH), Warner stated that he was comfortable with the NARS/GSA relationship. Kindness pursued a line of questions about preservation problems at NARS and specifically asked if there could be a time when the Archivist would recommend that the present building not be used for storing records because the environmental conditions could not be corrected. Warner said that could happen in the future. English asked if the Archivist had requested supplemental appropriations from GSA and if the Archivist retained the legal authority on all disposal of Federal records. In a fashion, Warner answered yes to both questions.

Carmen's testimony dealt with many of the same topics as had Warner's and concluded that there was no impairment of essential functions of NARS. He was asked why NARS had taken such a big RIF figures, Carmen responded, "we have some unique funding arrangements in GSA." He denied that there were any plans in GSA to replace Warner as Archivist. He announced

continued on p. 17.





## BOWKER NEWS

Books in Print--Books in Print on Microfiche! To meet the market demand and better serve the bookworld, R. R. Bowker's Books in Print will be available on microfiche in April. The microfiche service will provide subscribers with a new and fully updated edition of BIP four times a year. Each quarterly edition will contain all forthcoming titles six months prior to publication, as well as price, distributor, and other changes in in-print titles, and entires for all titles that have been declared out-of-print (o.p.) or out-of-stock indefinitely (o.s.i.) during the past two years. This expanded scope continues Bowker's commitment to make Books in Print coverage as comprehensive and as timely as possible for its markets.

Each issue of Books in Print on Microfiche will provide basic information about 690,000 in-print, forthcoming, o.p. and o.s.i. titles from 12,000 United States publishers and distributors. Free with every subscription is a 10½" X 11½" binder that can be accommodated in a 1 5/8" shelf space to hold the approximately 140 fiche in each issue. Because of its standard 148 X 105 mm size and 42:1 reduction, Books in Print on Microfiche will be suitable for most microfiche readers. Books in Print on Microfiche will consist of separate Author and Title Indexes with complete entries in each index. These indexes will be color coded, numbered consecutively, and have "From" and "To" headings at the top of each column for easy scanning of entries. A Directory of Publishers and Distributors whose titles are included is also furnished free of charge with each subscription. The annual subscription price for Books in Print on Microfiche for four issues is \$395.00. Individual issues can be purchased for \$195.00.

The Public Archives of Canada suggests using image or negative numbers in citations of photographs for ease of identification for further reference.

A Field Notebook for Oral History, an Idaho Oral History Center publication, presents basic information on oral history techniques and processes: interviewing, researching, organizing a project, processing tape, making oral history material publicly available, and using oral history in educational programs. For more information contact:

Stacy Ericson, Curator  
Idaho Oral History Center  
Idaho State Historical Society  
610 N. Julia Davis Drive  
Bosie, Idaho 83702

## NEW PUBLICATION AVAILABLE

The New Jersey Catholic Historical Records Commission is making available copies of its checklist guide to Catholic Parish and Institutional Histories in the State of New Jersey. Compiled by Seton Hall University archivist Peter J. Wosh, the 37-page guide is designed primarily to assist librarians, researchers, and others interested in the state's Catholic institutions.

Copies of the guide may be ordered for \$2.00 each from Peter J. Wosh, Archives, McLaughlin Library, Seton Hall University, South Orange, NJ, 07079.

## BOOKBINDING TOUR

The Gutenberg Heritage

Mainz: June 19-30, 1982

Cost: \$1,995.00  
including transportation  
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For further information contact:

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Virginia Commonwealth University  
301 West Franklin Street  
Richmond, Virginia 23220

Phone: 804-786-0342



Roe, Kathleen, Teaching with Historical Records. Albany: The State Education Department, Office of Cultural Education, State Archives, 1981. 60pp.

The marvel of this 60-page guide for teachers to the classroom uses of historical documents is that any archivist - any one archivist - can duplicate it. It is an achievable, low-cost publication, inexpensively printed, encompassing a wide range of usable sample documents and produced on a minimum of staff time by the New York State Archives. With a few alternations, it can serve as a model by which any archives can reach a large, influential constituency committed to the uses of history and demonstrably eager to learn about records for the classroom.

The guide is intended for teachers who plan to search for their own records; it does not supply documents for classroom use, except by illustration. Teaching with Historical Records opens with a set of reasons for using records in the classroom. Students, says Roe, can understand the generalizations of history better by using documents, develop skills which equip them to think analytically, make better political choices and strengthen their relation to their own communities. Thereafter, she gives practical guidance on using archives, guidance which recognizes that teachers seek certain types of documents, but need not master that elaborate network of skills that research requires. She follows this with a brief section on testing documents in the classroom, a section this reviewer would like to have seen expanded to include guidelines for readability, usefulness for teaching various skills, and adaptations for both individual or group work.

Thereafter, Roe includes samples of documents representing personal papers, business records and the records of local government, as well as maps, photographs, broadsides and census records. Each sample is accompanied by a set of discussion questions and suggested projects. We see a list of town officers elected in Marcellus, New York, in 1831; a letter from one Emeline Hicks, written to her sister in August, 1839, announcing the birth of a child the previous October; an advertisement from the Yonkers City Ice Company, and an 1864 workers' rally broadside. Back matter includes a short, very selective bibliography on archives and the uses of records, taken from archival publications, but not, unfortunately, from publications aimed at teachers where a number of articles have appeared; and a list of the very few learning packages published by publishing houses, historical societies and archives.

Teaching with Historical Records makes one assumption whose rethinking would make other publications of this sort even more useful to teachers. That is, that teachers understand and are comfortable with methods for using records in the classroom. All the evidence says that they are not, and that they welcome help. At the heart of it, teaching with records is a risky business; some conclusions based on the information in a document are downright wrong, but a number of conclusions are possible. Records raise questions among students that textbooks do not, and this fact has implications for classroom authority that can trouble some teachers. Furthermore, records, unlike textbooks, are not aimed at the students, and they present problems of legibility, vocabulary and histor-

ical content that may be daunting. It is important in designing a book like this one to make clear that documents are intended to supplement the text, not replace it, that records can be used by students at all levels, from elementary school to the collegiate level, and that their use can be adapted to a variety of teaching styles. It would be helpful, for example, to provide a brief historical context for each sample record, so that teachers can get a sense of the fit into the broader scheme of history, and to select records that supplement topics known to be covered in the classroom text. Particularly since teachers use documents to personalize history and to immerse their students in a single historical event, rather than to teach specific content, it is important to link the document to a period or topic, or to an interest of the students themselves. Parietal rules, for example, moral codes from one generation to the next, or children and youth at work and at war are topics which engage students' feelings, and thus their minds. Similarly, attention should be paid to the physical facts of classroom teaching (Roe does include information about photocopying material and creating transcriptions.) For example, two or three sample lesson plans, each intended to fill one 50-minute classroom period or less, including specific learning objectives, indicating levels of questions and activities suitable to elementary, middle or secondary school students, and providing logistical instructions would be useful to teachers who have never seen documents used in the classroom, as most have not. Short of offering inservice programs for teachers, which ought also to be within the grasp of an archives, archivists who model a publication on this one must consider also showing teachers in print how to do it.

The first step, however, is to order Teaching with Historical Records, study it, assemble a group of teachers to respond to it, then plan your own. It is a model of its kind, and we look forward to a report from the New York State Archives on how it is used.

Elsie T. Freeman  
Education Division  
National Archives and  
Records Service

#### AMERICAN IRISH HISTORICAL SOCIETY

The American Irish Historical Society is currently embarking on a program to preserve and make available the archives and manuscripts collections of the Society. Organized in 1897 in Boston, the American Irish Historical Society was established "to make better known the Irish Chapter in American History."

The American Irish Historical Society is open to researchers from Tuesday - Saturday, 10am to 6pm. For more information, contact the Curator, American Irish Historical Society, 991 Fifth Avenue, New York, N.Y. 10028, (212) 288-2263.



## an maa sampler

Delaware, the First State, recollects with pride that the first MARAC meeting was held here in Wilmington in the Spring of '72 and that in '76 the group again returned to Delaware for a conference at Winterthur. That meeting, like the first, was a memorable one, breaking all attendance records to that time and making substantial profits for the group. During the past ten years, Delaware has given MARAC one of its presidents and during the past year, it has become the group's "corporate headquarters."

On the local level, Delaware, with seed money from MARAC has gradually formed a state-wide organization for archivists, manuscript curators, and records managers alike through which we try to carry out the goals of the regional organization and encourage membership in it. Our small state is particularly appreciative of the opportunities MARAC has provided to us and our institutions and we all hope that we will be able to continue to contribute to its success.

Happy Birthday, MARAC, and many, many more!

Vol. 1, No. 1 October 1972

#### MID-ATLANTIC ARCHIVISTS HOLD FIRST ALL-MEMBER MEETING IN WILMINGTON

One hundred and fifty archivists and manuscript curators from seven states and the District of Columbia met in Wilmington, Delaware on October 13 and 14 for the first semi-annual meeting of the Mid-Atlantic Regional Archives Conference. The organization, whose steering committee met for the first time in June, is aimed at midlevel staff members of any institution in the seven-state and D.C. area with records or personal papers in its care. Participants included curators, archivists and librarians from state and county historical societies, industry, religious institutions and community colleges, as well as special collections and state and federal archives.

The program was diversified and designed to appeal to several levels of staff activity. In an informal workshop atmosphere, participants were encouraged to exchange ideas and experiences. The conference program emphasized the problems of small institutions with limited funds. The sessions consisted of four two and one-half hour sessions on cataloging, handling of photographs, college archives and aid to the researchers, and 20 one-hour workshops covering a range of topics from in-house microfilming to archivist-historian relations. A six-member program committee had prepared the program entirely on the basis of results from a questionnaire distributed to the membership in July, listing 40 possible program topics. Some topics, including cataloging, standardization of terminology and value of computer technology clearly appealed to supervisory staff.

In a questionnaire distributed to 100 participants of the meeting, only 22 identified themselves as members of SAA. Many said that they seldom attend annual SAA meetings, and were interested in the practical group meetings MARAC offered within a reasonable traveling distance. Registration for the meeting was \$2, and lunches were supplied at \$2 by the women of First and Central Presbyterian Church, Wilmington, where the workshop sessions were held.

Vol. 8, No. 1 - January 1979

The Future of MARAC A Note From Your Chairwoman - by Barbara Hearn, Winterthur Museum

My impression of the "Whither MARAC?" sessions is that they were worthwhile and productive. I left Baltimore rejuvenated.

It was obvious to me that progressive reforms are in order. In the years MARAC has been active, our membership has doubled. New members bring new concerns. They also provide different experiences, fresh viewpoints, and divergent needs. Because of this, MARAC needs to reevaluate some of its positions. Though all who participated support the fundamental principles of informality and basic instruction, many agreed to a number of proposals designed to widen MARAC's level of awareness in local professional matters.

The three Baltimore sessions were well attended. The participants were eager to contribute. Mary Ann Bamberger, President of the Midwest Archives Conference (MAC), whose experiences parallel MARAC's, described MAC's past record and problems, and its hopes for the future. Bruce Ambacher presented a fine summary of the makeup and activities of other regionals in the United States and Canada. This triggered many members to offer suggestions from the floor regarding officers' duties, meeting sites, programs, publications, and members' responsibilities. Some of the best comments came from new members who told us why they joined MARAC and what they hoped to get from our association.

Our concerns gave rise to provocative questions: Shouldn't we clarify the procedure for selecting meeting sites? Are the content of programs and the format of the meetings up to our standards of proficiency? Is it the proper time to publish a professional journal? How can we reach small institutions within MARAC's area that need help? How can we influence good archival legislation? Shouldn't we encourage more interaction with state groups? It was spirited exchange that was mutually beneficial. In turn, our concerns led to possible solutions.

I have discussed one of these solutions with the other officers and members of the Steering Committee. I have also corresponded with Mary Boccaccio, a MARAC founder, all the past chairpersons, the newsletter editor, and several others. I have concluded and all agree we can best start by redefining the duties and responsibilities of the elected officials.

These new duties will emphasize our concern for state and local issues. The Norfolk meeting in May seems to be the best place to begin. At the general business meeting on Saturday morning, I will present to you specific recommendations which will comprise such an expanded role your elected officials can assume. They will harmonize with and complement MARAC's basic organizational structure while at the same time remaining within the confines of the constitution.

Immediately following the general business meeting and as a first step, each State Representative on the Steering Committee has agreed to organize and chair a state



caucus. Though within the general framework of our regional organization, the caucus sessions will give individual members a chance to be heard. They will be free to voice concerns about local matters and to take action under MARAC's umbrella. I regard the organization of state caucuses as significant. It will have a profound effect on MARAC's future.

My term of office expires at Norfolk. Other matters discussed at Baltimore I leave to my successor.

To those of you who supported the "Whither MARAC?" sessions, I thank you!

Vol. 7, No. 4 October 1978

#### QUESTIONNAIRE RESULTS BY Bruce Ambacher

The tabulated results of the MARAC Questionnaire are presented in the center of this issue. 85 of MARAC's 423 members responded. While this is a somewhat better response than for the questionnaire for the newsletter printed last year, it is less than anticipated. The responses, therefore, may not accurately reflect MARAC's membership or their sentiments. They over-represent the Federal sector by 23% and religious archives by 17%. Those responding underrepresent members employed by state agencies by 47% and by colleges and universities by 79%.

Archivists and manuscript curators comprise 69% of our membership. Librarians 16%. Every archivist has had some archival training, 30% of MARAC's members have had library training.

The "youth" of those responding is evidenced by the fact that 35% have been in the archival profession less than 5 years, another 53% between 5 and 10 years. Only 12% have more than 10 years experience. These figures understate the years of experience of our members. The mobility of the respondents is equally apparent: 60% have held their current position less than 5 years, another 37% between 5 and 10 years. Only 4% said they have been in their current position more than 10 years. The responses to duties performed indicate most members concentrate their efforts on acquiring, appraising, accessioning, and describing records.

Institutional support for MARAC, as evidenced by the 96% who get time off from their duties to attend conferences, and the 67% who receive some financial support, is gratifying. Maybe the rest of us can use these figures to make it 100%.

Those aspects of the questionnaire dealing with the semi-annual conferences indicate continuing support for the founding principles of work-oriented conferences. The respondents benefited most from the training and "show and tell" aspects of our conferences. Future meetings should continue to have sessions devoted to appraisal, description, repair and rehabilitation, preservation, and collection processing. Greater attention should be paid to legal rights and obligations and to the exchange of information on methods and problems. The respondents strongly supported the concept of special interest sessions with others whose institutions or activities are similar. The current practice of occasional joint meetings with other neighboring regional archival associations also received strong support.

Current operations, projects, and activities received a gratifying vote of confidence (77%). An even larger 81% opposed the abolition of all committees except the steering committee. But this support does not come from a "stand-pat" sentiment. Slightly over 50% of the respondents favored both a projects committee and a reorganization or "future directions" committee.

These highlights represent a first examination of the questionnaire. Analysis is by no means complete. The questionnaire results will form part of the discussion at the session of "MARAC: Self Evaluation" on Friday morning. So review the results and attend the session and make your feelings known. Future program committees will also use the results to help structure their programs. The steering committee will use it to help determine MARAC's future directions. The newsletter staff will use it to help determine the content of future issues.

We urge the 80% who did not complete the questionnaire and return it, to please do so.

#### "MARAC MIRACLES" TAKE ON SOUTHWEST ARCHIVISTS

by

Co-Captains Jim Hastings  
and Robin Roberts

The SAA annual meeting in Cincinnati was the scene of the second MARAC-takes-on-all-comers softball game. Some would say that MARAC lost, because the score was Southwest Archivists 19, MARAC 15, but those who were there know that SSA could not play, let alone "win" without the timely and talented aid of three MARAC dues delinquents - Michael "No Hit" Sullivan, Ed "Watch them go over your head" Papenfuse, and Fynette "Never Defeated" Eaton.

Highlights of the game included a rain drenched field, a sterling, heroic performance by the MARAC Miracles, and heart-warming support from cheerleaders Joan Howard and Adele Lerner. The Miracles fell behind by nine runs in the first inning but clever defensive changes by coaches Jim Hastings and Robin Roberts closed the gaps. MARAC's pressure on the SSA became relentless when the Miracles found their bats. Some of the most memorable performances were Mary Elizabeth Ruwell's quick hands at second base, Ron Plavchan's slide into third base, Dave Van Tassel's slides in left field, Karen Stuart's scoops at first base, and Mike McReynolds' booming home runs. Also outstanding were Bob Coren (and family) in center field, and Bob "Sank in the Mud" Sink at roving center. Lisa Hottin and Susan Davis served as stellar substitutes when freed from their fierce Frisbee flinging.

Swinging the bats for the Southwest Archivists were Charles "Bats a 1000" Schultz, Pat Meadors, Kent Carter, Dave Humphrey, Kent Keith, Larry Wygnant, and Bill "Turncoat" Joyner.

The moral victory of MARAC followed the devastation earlier in the week suffered by MAC at the hands of the Society of Ohio Archivists. Is MAC ready for a rematch?



Vol. 4, No. 5 July 1975

FROM JARED BEAN, THE OLD LIBRARIAN'S ALMANAC. NEW HAVEN, CONNECTICUT, 1774

Question each Applicant closely. See that he be a Person of good Reputation, scholarly Habits, sober and courteous Demeanour. Any mere Trifler, a Person that would Dally with Books, or seek in them a shallow Amusement may be Dismiss'd without delay.

No Person younger than 20 years (save if he be a student, of more than 18 years, and vouched by his Tutor) is on any pretext to enter the Library. Be suspicious of Women. They are given to the Reading of frivolous Romances, and at all events, their presence in a Library adds little to (if it does not, indeed, detract from) that aspect of Gravity, Seriousness and Learning which is it's greatest Glory. You will make no error in excluding them altogether, even though by that Act it befall that you should prohibit from entering some one of those Excellent Females who are distinguished by their Wit and Learning. There is little Chance that You or I, Sir, will ever see such an One.

I am so be-pestered and bothered by persons insinuating themselves into the Library to get Books that frequently I am near to my Wit's end. There have been days when I was scarce able to read for two Hours consecutive without some Donkey breaking in upon my Peace. Only the thought of the Annual Examination sustains me. Then, forsooth, I can defy them all and read in some Security.

For him that stealeth a Book from this Library, let it change to a Serpent in his hand and rend him. Let him be struck with Palsy, and all his Members blasted. Let him languish in Pain, crying aloud for Mercy and let there be no surcease to his Agony till he sink to Dissolution. Let Book-worms gnaw his Entrails in token of the Worm that dieth not, and when at last he goeth to his final Punishment let the Flames of Hell consume him for ever and aye.

You shall chuse your Books with Care and Circumspection. When you have determin'd that it is Prudent to purchase a certain Work do so cautiously and make a Shrewd Bargain with the Vendor. It will then be your Duty to Peruse the Volume, even if (as doubtless will be the Fact) you have scan'd it before Buying.

Do not let the importunities of Persons who come to the Library hasten you in the Performance of this Task. They should be Content to wait for the Book until you have satisfied yourself of its Contents.

There will then remain the Necessity of recording its Acquisition in your Ledgers of Record. As for the Entry of its Style and Title in the Catalogue, many counsel that this is not needful, since you may be expected to remember that the Book has been Purchas'd for the Library. It may, however, occupy your leisure moments. Some would advise that if it be a Volume of Sermons it be placed on the Shelves with others of its like; or if it be a work of Natural Philosophy it stand near the Volumes of that class. This is a waste of Labour.

Assign it a Number which shall correspond to its Position on the Shelf, and shall be the next in Sequence from the latest Book which you have added, and so let them stand in the Order in which they are

Receive'd. For, surely, if you desire to find a number of volumes of Sermons, it will be an easy matter for you, recalling when they were Purchas'd, to pluck them from their several resting places.

Keep your Books behind stout Gratings, and in no wise let any Person come at them to take them from the Shelf except yourself.

Vol. 7, No. 4 October 1977

# ARCHIVIST PRESERVATION SURVEY

## Part I - Description of Archivist

1. Title and Dates: 2. Academic Credentials:
  - ( ) Suspect?
  - ( ) Tarnished?
3. Publications:
  - ( ) Unreadable
  - ( ) Unbelievable
  - ( ) Unprintable
4. Physical Type 5. Peer Group:
  - ( ) Male
  - ( ) Female
  - ( ) Other
  - ( ) Swingers
  - ( ) Scholars
  - ( ) Sports
  - ( ) Petitioners
6. Physical Condition of Archivist:
  - ( ) Brittle
  - ( ) Weak Spine
  - ( ) Short-sighted
  - ( ) Fading
  - ( ) Wilted
  - ( ) Spaced-out
  - ( ) Archival Stare
  - ( ) Matriculated Before 1955
  - ( ) Damaged from handling
  - ( ) Warped
  - ( ) Peeling
  - ( ) Cracked
  - ( ) Missing Marbles
  - ( ) Old Mends (Held Together by Scotch)
  - ( ) Soiled
  - ( ) Scratched
  - ( ) Sticky
  - ( ) Coming Apart
  - ( ) Unhinged
  - ( ) Mildewed/Mouldy
  - ( ) Many Splices
  - ( ) Administrative Paperwork
  - ( ) Stress Fatigue
  - ( ) Other



Part II - Preservation Actions Recommended

- ( ) Fumigate
- ( ) Dehydrate
- ( ) Matriculate
- ( ) Flatten
- ( ) Fatten
- ( ) Shrink
- ( ) Clean
- ( ) RIF
- ( ) Bind
- ( ) Encapsulate
- ( ) Place in Special Storage

Are repairs necessary for Reproduction?

If Archivist is reproduced should original be disposed of?

Vol. 8, No. 2 - April 1979

Cloning is Not the Answer In Defense or Archival Reproduction - by Toby Fishbein

While I am not employed in an archival factory and my parents were neither a test tube nor a Hollinger box and I am not even a paid-up MARAC member (although I do own a MARAC T-shirt and crash as many of your parties as I can), I would like to respond to the recent maa articles on cloning. Unlike Mr. Rapport and Ms. Woodruff, I do not believe cloning is the answer. I can think of nothing more boring than attending an annual SAA meeting with 800 copies of the "ideal archivist."

I believe we should continue the old-fashioned method of producing archivists, which has worked quite well in the past. Marriages between archivists specializing in the same area (academic, religious, business, local, state, or federal repositories) will produce the most qualified archivists. A proposal to establish an archival marriage service is currently being prepared for submission to the NHPRC. An ordained employee of the religious archives of the couple's choice will perform the ceremony. The copyrighted ceremony will, of course, meet archival standards: rust-proof wedding bands, deacidified champagne, permalife wedding gown, encapsulated marriage license, etc. What would be more romantic than turning Frank Cook's SAA archival tour of western Canada into a honeymoon? Archivists taking advantage of this service immediately will produce archivists available for employment by 1997, three years earlier than Mr. Rapport's clones. The second-generation archivists will bring with them eighteen years of archival training under the supervision and direction of two professional archivists.

This system, obviously, has some inherent problems which the marriage service staff will have to resolve. Inter-marriages should be discouraged for obvious reasons: a marriage between the General Motors Corporation Archivist and the United Auto Workers Archivist or a marriage between the KKK Archivist and the ACLU Archivist would certainly result in divorce. Under no circumstances should differences of opinion concerning replevin, retention/disposal schedules, or lamination/encapsulation be acceptable grounds for divorce. This does, however, open up the area of archival marriage counselling, thereby creating more jobs for the rapidly increasing number of new archivists.

Vol. 6, No. 3 July 1976

BORED ON THE BOARDWALK

Ron Becker, outgoing chairman of MARAC's Steering Committee, recently announced the opening of an important collection of papers, artifacts and memorabilia surrounding the life of Harry A. Boardwalk, an Atlantic City favorite son.

Boardwalk, born in Needles, California and educated at Redwood Teacher's College, spent most of his adult life in Atlantic City. Before his death in 1923, he had brought world prominence to his adopted town with the erection of miles of ocean walkways along the north and east ends of town. The original idea had been to connect the hundreds of fishing piers until an enterprising fisherman built a hot dog stand on one of the connections. The whole system, known as "the Atlantic City Pierway," was renamed "The Atlantic City Boardwalk" by the City fathers in Harry's honor after his death.

maa was fortunate enough to witness the ceremony opening the collection. Boardwalk's grand nephew, Splinter Boardwalk, cut the first strand of red tape. "Trunkaded into its various branches," he hedged, "this collection is no longer petrified. It can be used knot only by historians who wish to get at the roots, but by all who would recreate the walkways."

The bad news is that Splinter got under everybody's nails at the opening ceremony by drinking too much and by insisting that the city purchase the Harry A. Boardwalk collection by the board-foot. The good news is that Splinter fell into the punchbowl shortly thereafter and floated away.



## JOB OPPORTUNITY

SETON HALL UNIVERSITY  
FIELD ARCHIVIST  
(3 positions)

Seton Hall University seeks candidates for the positions (3) Field Archivist. The individuals selected will report directly to the University Archivist based on our South Orange Campus. These are one year positions and the successful applicants will conduct on-site surveys of Roman Catholic parish and institutional records throughout New Jersey.

Qualifications: Masters of Arts in American History with training and/or experience in archival management and techniques required. The Applicant must evidence the ability to evaluate the physical condition of materials, knowledge of archival preservation and techniques, and demonstrate skills in interpersonal relations.

Send resume with three (3) letters of recommendation by May 20, 1982 to:

Mr. Peter J. Wosh  
University Archivist  
Seton Hall University  
South Orange, N.J. 07079

an eo/aa employer

## JOB OPPORTUNITY

COLUMBIA UNIVERSITY  
HEAD  
SPECIAL COLLECTIONS  
(1 position)

Columbia University is looking for qualified candidates to apply for the position of Head, Special Collections of the Teachers College Library. The incumbent would be responsible for effective administration of a department encompassing archives, manuscript collections and rare books. Qualifications include training and experience in management of archives and rare books; MLS and graduate degrees in history, education or related discipline preferred; supervisory experience; and verbal and written skills. Salary will be commensurate with the candidate's experience.

Send resume and the names of 3 references to:

The Director  
Box 69  
Teachers College Library  
Columbia University  
525 West 120th Street  
New York, New York 10027

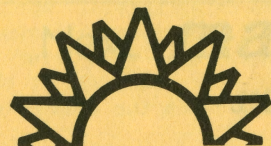
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Secretary, MARAC  
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